

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES**

DCF

Department for Children and Families

BULLETIN NO.: 09-22

FROM: Joe Patrissi, Deputy Commissioner

DATE: 12/28/09

SUBJECT: Fuel Program Procedures – Income Maximums and Fuel Tables

CHANGES ADOPTED EFFECTIVE 11/1/09

INSTRUCTIONS

 X **Maintain Manual - See instructions below.**
 Proposed Regulation - Retain bulletin
and attachments until you receive
Manual Maintenance Bulletin: _____
 Information or Instructions - Retain
until _____

MANUAL REFERENCE(S):

P-2905 A	P-2905 B	P-2905 C
P-2905 D	P-2910 A-B	

This bulletin revises procedures to reflect changes in the fuel program effective in the 2009-2010 season which resulted in higher income limits (SF and crisis), higher daycare deductions, and higher subsidy deductions.

- At P-2905 A and B the Seasonal Fuel tables have been updated with an increase in allowable income maximums at 125% of Poverty Guidelines as issued by the Department of Health and Human Services.
- At P-2905 C the Standard Heating Subsidy Tables have been updated to reflect changes received from the Vermont State Housing Authority regarding fuel and utility levels included in housing subsidies.
- At P-2905 D the tables reflect an increase in the deductions for meals and snacks as a business expense and an increase in the allowances for room and board.
- At 2910 A-B the Crisis Fuel table has been updated with an increase in allowable income maximums based on 150% of the Poverty Guidelines as issued by the Department of Health and Human Services.
- The 2009-2010 application for seasonal fuel assistance

Manual Maintenance

GA-VHAP Procedures Manual
Fuel Procedures

<u>Remove</u>		<u>Insert</u>	
P-2905 A	(09-18)	P-2905 A	(09-22)
P-2905 B	(09-18)	P-2905 B	(09-22)
P-2905 C	(09-18)	P-2905 C	(09-22)
P-2905 D	(09-18)	P-2905 D	(09-22)
P-2910 A-B	(09-18)	P-2910 A-B	(09-22)

Forms Manual

ESD 201SF	(R 07/08)	(09-18)	ESD 201SF (R 07/09)	(09-22)
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P-2905 A

P-2905 Fuel TablesA. Allowable Income Maximums

<u>Size of Household</u>	<u>Maximum Net Monthly Income</u>
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1	1129
2	1518
3	1908
4	2298
5	2686
6	3076
7	3466
8	3855
9	4244
10	4633
11	5021
12	5410
13	5799
14	6188
15	6576

For each additional person add \$ 389.

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P-2905 B

P-2905 Fuel Tables (Continued)B. Household Income per Month as a Percentage of Poverty Based on Household Size

Household Size	less than 45%	45% to 54%	55% to 64%	65% to 74%	75% to 84%	85% to 94%	95% to 104%	105% to 114%	115% to 125%
1	\$0 to \$406	\$407 to \$487	\$488 to \$577	\$578 to \$668	\$669 to \$758	\$759 to \$848	\$849 to \$939	\$940 to \$1029	\$1030 to \$1129
2	\$0 to \$546	\$547 to \$655	\$656 to \$776	\$777 to \$898	\$899 to \$1019	\$1020 to \$1141	\$1142 to \$1262	\$1263 to \$1383	\$1384 to \$1518
3	\$0 to \$686	\$687 to \$824	\$825 to \$976	\$977 to \$1129	\$1130 to \$1281	\$1282 to \$1434	\$1435 to \$1587	\$1588 to \$1739	\$1740 to \$1908
4	\$0 to \$827	\$828 to \$992	\$993 to \$1176	\$1177 to \$1360	\$1361 to \$1543	\$1544 to \$1727	\$1728 to \$1911	\$1912 to \$2095	\$2096 to \$2298
5	\$0 to \$967	\$968 to \$1160	\$1161 to \$1375	\$1376 to \$1590	\$1591 to \$1805	\$1806 to \$2020	\$2021 to \$2234	\$2235 to \$2449	\$2450 to \$2686
6	\$0 to \$1107	\$1108 to \$1328	\$1329 to \$1575	\$1576 to \$1821	\$1822 to \$2067	\$2068 to \$2313	\$2314 to \$2559	\$2560 to \$2805	\$2806 to \$3076
7	\$0 to \$1247	\$1248 to \$1497	\$1498 to \$1774	\$1775 to \$2052	\$2053 to \$2329	\$2330 to \$2606	\$2607 to \$2883	\$2884 to \$3161	\$3162 to \$3466
8	\$0 to \$1387	\$1388 to \$1665	\$1666 to \$1973	\$1974 to \$2282	\$2283 to \$2590	\$2591 to \$2898	\$2899 to \$3207	\$3208 to \$3515	\$3516 to \$3855
9	\$0 to \$1527	\$1528 to \$1833	\$1834 to \$2172	\$2173 to \$2512	\$2513 to \$2851	\$2852 to \$3191	\$3192 to \$3530	\$3531 to \$3870	\$3871 to \$4244
10	\$0 to \$1667	\$1668 to \$2001	\$2002 to \$2371	\$2372 to \$2742	\$2743 to \$3113	\$3114 to \$3483	\$3484 to \$3854	\$3855 to \$4224	\$4225 to \$4633

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P-2905 C

P-2905 Fuel Tables (Continued)C. Standard Heating Subsidy Table

Each household living in subsidized housing has its annual heating cost reduced by an annual heating subsidy.

The tables give annualized subsidy amounts based on housing type, primary fuel type, and number of bedrooms. The subsidy amounts are from the Vermont State Housing Authority Utility Allowance Schedule effective October 1, 2007.

Note: Use the figures for wood heat when a household heats with coal or wood pellets.

Multi-Family Dwelling
Number of Bedrooms

	0	1	2	3	4	5
Natural Gas	552	732	912	1092	1272	1272
Bottled Gas	336	744	1164	1584	2004	2004
Oil	924	1392	1860	2340	2808	2808
Kerosene	1620	1764	1896	2028	2160	2292
Electric	756	840	924	996	1080	1080
Wood	1092	1092	1128	1176	1212	1212

Single-Family Dwelling - (including mobile homes)

Number of Bedrooms

	0	1	2	3	4	5
Natural Gas	792	972	1152	1332	1512	1512
Bottled Gas	1032	1452	1860	2280	2700	2700
Oil	1116	1584	2052	2520	2988	2988
Kerosene	1620	1764	1896	2028	2160	2292
Electric	1392	1476	1548	1632	1716	1716
Wood	1092	1092	1128	1176	1212	1212

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P-2905 D

P-2905 Fuel TablesD. Business Expenses - Providing Day Care Meals and Snacks (Effective 10/1/09)

Applicants providing day care in their own homes are entitled to deduct, as a business expense from earned income, the cost of meals and snacks provided to those children. Use the following standard deductions per child per day unless the day care provider submits information from self-employment tax forms (see P-2900 G).

Breakfast	\$1.19 per day
Lunch only	\$2.21 per day
Dinner only	\$2.21 per day
Snack	\$.66 per day

In cases that have documented non-meal related expenses, follow these directions:

- Manually figure the total monthly meal expense using the higher of the standard deduction table or the actual verified expenses. Convert weekly (biweekly) expenses to a monthly figure, by multiplying by 4.3 (2.15).
- Figure the monthly total for non-meal related expenses.
- Add a) and b) then enter the total in the ACTUALS field on the DCIN panel in ACCESS. For these cases the entries in the meals field will be disregarded and the amount in the ACTUALS field will be used.

Business Expenses - Providing Room and Board (Effective 10/1/09)

Use either A or B below, whichever is higher, for the business expense deduction.

ACCESS Code	Type	Group Size					
		1	2	3	4	5	6+
1	Room Only	142	261	373	474	563	676
2	2/3 Board	133	245	351	445	529	635
3	Board Only	200	367	526	668	793	952
4	Room and 2/3	275	506	724	919	1092	1311
5	Room and Board	342	628	899	1142	1356	1628

- The actual documented amount of business expenses for room and/or board providing the amount does not exceed the income received from the roomers and boarders.

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P-2910 A

P-2910 Crisis Assistance ProgramA. Application (2952)

Households that experience a heating crisis during regular office hours may apply for crisis assistance at their local Community Action Agency.

After office hours and on weekends or holidays, households with a heating crisis may call the Department for Children and Families toll-free number in Waterbury: 1-800-287-0589.

B. Allowable Income Maximums (2953)

<u>Size of Household</u>	<u>Countable Monthly Income</u>
1	\$ 1355
2	1821
3	2289
4	2757
5	3224
6	3692
7	4160
8	4626
9	5093
10	5559
11	6026
12	6492
13	6959
14	7425
15	7892

For each additional person, add \$ 467